

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

*paid ✓*

OCIO Financial Mgmt Br-Acctng  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810



Employee Name	WEATHERFORD, MARK
Expense Dates	01/07/10-01/28/10
Total Expense Amount	281.90
Amount Due Employee	127.70
Form ID	TEA000589454

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/20	Parking, Auto	8.00	
2)	01/27	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved  
by:

TERESA M TAKAI

# **Travel & Expense Account Summary**

Employee Name                      MARK WEATHERFORD  
Expense Dates                      01/07/10-01/28/10  
Report Name                        401/Jan2010/Travel

Request Total \$        281.90  
Direct Charge Total -    154.20  
Travel Advances -        0.00  
Net Due Employee =    **127.70**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	eCity Confer	206.90
Non-Travel Expenses	Jan Travel	75.00

NOTE: (d)=Direct Charge

DATE	Thu Jan 7	Wed Jan 13	Thu Jan 14	Wed Jan 20	Wed Jan 20	Wed Jan 20	Tue Jan 26	Thu Jan 28		TOTAL
Mileage, Personal Auto	11.00	15.00	2.45	11.50	13.55	7.85	2.00	3.65		67.00
Parking, Auto				8.00						8.00
TOTALS \$	11.00	15.00	2.45	19.50	13.55	7.85	2.00	3.65		75.00

DATE	Wed Jan 27	Wed Jan 27								TOTAL
Mileage, Personal Auto	9.85	9.85								19.70
Parking, Auto	15.00									15.00
Dinner	18.00									18.00
Commercial Air Fare (d)	154.20									154.20
TOTALS \$	197.05	9.85								206.90

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Jan Travel	01/07/10	Mileage, Personal Auto	11.00	Cash
Non-Travel Expenses	Jan Travel	01/13/10	Mileage, Personal Auto	15.00	Cash
Non-Travel Expenses	Jan Travel	01/14/10	Mileage, Personal Auto	2.45	Cash
Non-Travel Expenses	Jan Travel	01/20/10	Mileage, Personal Auto	11.50	Cash
Non-Travel Expenses	Jan Travel	01/20/10	Mileage, Personal Auto	13.55	Cash
Non-Travel Expenses	Jan Travel	01/20/10	Mileage, Personal Auto	7.85	Cash
Non-Travel Expenses	Jan Travel	01/20/10	Parking, Auto	8.00	Cash
Non-Travel Expenses	Jan Travel	01/26/10	Mileage, Personal Auto	2.00	Cash
Regular Travel	eCity Confer	01/27/10	Mileage, Personal Auto	9.85	Cash
Regular Travel	eCity Confer	01/27/10	Mileage, Personal Auto	9.85	Cash
Regular Travel	eCity Confer	01/27/10	Parking, Auto	15.00	Cash
Regular Travel	eCity Confer	01/27/10	Dinner	18.00	Cash
Regular Travel	eCity Confer	01/27/10	Commercial Air Fare	154.20	Direct Charge
Non-Travel Expenses	Jan Travel	01/28/10	Mileage, Personal Auto	3.65	Cash

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
**Return**	please read my email. thanks!